

2011 NORTH CAROLINA HEAD START COLLABORATION SPECIAL PROJECTS INTERNSHIP PROGRAM

The NC Head Start—State Collaboration Office created the *Special Projects Internship Program* to help develop a new cadre of leaders in Head Start for the State. A key component of the program includes the participation of Interns in short-term, intensive quality improvement initiatives that address the federal priorities of the Head Start—State Collaboration Office (HSSCO). Through the Internships, outstanding leaders gain firsthand experiences that offer a State-level perspective into the operations of the Head Start—State Collaboration Office and other State and federal programs that serve the interests of young children and families. The 5 ½-week Internships begin in June 2011 and end in July 2011.

The NC Head Start Collaboration *Special Projects Internship Program* offers a multifaceted work experience. Interns spend their time with the HSSCO, contributing their special skills and perspectives from the field to support State initiatives and federal priorities. Interns work side-by-side

with senior managers, policymakers, and researchers. Assignments demand a high level of professionalism, a capacity for learning quickly, and a willingness to be a team player.

Interns assume important responsibilities within the Head Start—State Collaboration Office. Their work often involves conducting analyses, preparing summary briefs and position papers, reviewing research findings, presenting at State and national conferences, and participating in strategic discussions about services to children and families.

In addition to work assignments, the Interns take part in professional, educational, and leadership development opportunities. Interns may attend seminars and meetings that enable them to explore early care and education issues with State and local leaders and innovative early childhood program practitioners. These experiences provide rich opportunities for Interns to practice and refine their leadership skills.



WORK ASSIGNMENT

The work assignment is central to the North Carolina Head Start Collaboration *Special Projects Internship Program*, presenting each Intern with the opportunity to help address important issues and challenges in early care and education that promote personal and professional growth.

Interns fulfill their work assignments in Raleigh, NC, which are determined on the basis of HSSCO needs and Interns' interests, skills, and goals. Interns typically have a 4-day work week, which is augmented by leadership development opportunities. Interns receive a stipend ranging from \$4,750 – \$6,000 for the 5 ½-week period.

Head Start Interns have the opportunity to provide briefings on their Internship experiences. They keep journals to capture their activities, achievements, and insights, and that raise issues for HSSCO consideration. Each Intern submits a final report on his or her experiences.

At the conclusion of the Internship period, Interns are expected to return to their former place of employment more experienced in policy and effective practice and poised to contribute significantly to their professions and their communities.

LEADERSHIP DEVELOPMENT

The leadership development component of the NC Head Start Collaboration Office *Special Projects Internship Program* complements and amplifies the work experience. The leadership development process involves meeting informally with early childhood experts and leaders in North Carolina and with Head Start federal staff at the Office of Head Start in Washington, DC, or the Region IV Office in Atlanta, GA.

One of the goals of the Internship program is to challenge Interns to broaden their horizons. To that end, Interns are provided rich networking opportunities and unique experiences intended to help cultivate their talents and support their professional climb.



SELECTION CRITERIA

The NC Head Start—State Collaboration Office and its designated committee supervise the selection process.

Candidates are sought who demonstrate experience with Head Start, substantial content area expertise, and high levels of personal and professional achievement.

The purpose of the Internships program is to advance the priorities of the HSSCO and to increase the opportunity for Head Start Collaboration Office Interns to make significant contributions

to their programs. Those selected must have in-depth knowledge of Head Start and a demonstrated commitment to children and families.

The selection process seeks to establish a diverse cohort of Interns characterized by a mix of academic disciplines, career experiences, and geography. Applicants must be at least 18 years old. There are no restrictions on race, sex, creed, national origin, nor are there any physical requirements.

APPLICATION CALENDAR AND PROCEDURE

October 2010

Applications available.

January 18, 2011

Application deadline. The application package must be postmarked on or before this date to be considered. An initial review of the application for compliance with the application requirements and preliminary assessments is then conducted.

February 2011

Approximately 10 candidates will be identified as Intern Finalists. These individuals will be invited to interviews with the Head Start—State Collaboration Office and its committee.

March 2011

Awards of up to 3 Internships will be announced at the North Carolina Head Start Association's Annual Training conference in Raleigh.

Interns will be provided information about opportunities for temporary housing options in Raleigh, NC.

June 20 – July 28, 2011

Inclusive dates of Internship period

North Carolina Head Start Collaboration Office Internships Application Instructions

This entire section can be detached from the booklet.

Type all responses. Answer all questions fully and sign the application in the space provided in Part III, Certification. Return the original and *two (2)* copies of the entire application package, including attachments, along with the envelopes containing the letters of reference, postmarked by the deadline of Tuesday, January 18, 2011.

MAILING ADDRESS

NC Head Start-State
Collaboration Office
Office of Early Learning
Attention: Internship
2075 Mail Service Center
Raleigh, NC 27699-2075

Part I should be answered in the space provided on the application form. (These pages may be photocopied or recreated on a word processor; however, the format and size must remain *exactly* the same.) The envelopes with your recommendations are also required.

Applications for the 2011 Internships are accepted during regular working hours of 8 AM – 5 PM, Monday through Friday, on or before the established postmark date at the address listed on this page. When mailing an application, it is the responsibility of the applicant to ensure that the package is postmarked on or before the deadline date of January 18, 2011.

This application is also available for download online at:
<http://www.ncprek.nc.gov/HeadStart/hsCurrentInitiatives.asp>

PART I – General

1. Personal Data

NAME (LAST, FIRST, MIDDLE)

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other

OTHER NAMES USED

Are you a U.S. citizen? ☐ Yes ☐ No

BIRTHDATE (MONTH/DAY/YEAR)

SOCIAL SECURITY NUMBER

HOME ADDRESS: STREET

CITY STATE ZIP

HOME PHONE WORK PHONE

PERSONAL E-MAIL ADDRESS

CURRENT EMPLOYER'S NAME

CURRENT EMPLOYER'S ADDRESS: STREET

CITY STATE ZIP

YOUR JOB TITLE

Mailing address, if different from above

STREET OR PO BOX

CITY STATE ZIP

2. References and Evaluation

There are two steps to preparing references. First, list the contact information in the section below for the following persons:

a) Head Start or Early Head Start Program Representative
(This must be one of the following: Head Start Program Director or Immediate Supervisor or Human Resources Director or Agency Executive Director/School Superintendent.)

b) Another individual of your choice who has direct knowledge of your professional accomplishments, character, and voluntary activities

Second, reproduce and give the enclosed Candidate Evaluation form to those individuals. Recommenders completing the Candidate Evaluation forms should return the reference to you with an original signature in blue ink. The references must be included in your application. **Your application cannot be considered without these references.**

REFERENCES

NAME (1)

ADDRESS: STREET OR PO BOX

CITY STATE ZIP

TELEPHONE

NAME (2)

ADDRESS: STREET OR PO BOX

CITY STATE ZIP

TELEPHONE

3. Personal Declarations

Please answer the following questions and explain on a separate sheet of paper details and resolution of any question answered “yes.”

Have you ever been discharged from the Armed Forces under other than honorable conditions?

☐ Yes ☐ No

Have you ever been suspended, disciplined, or barred from any occupation or practice by any regulatory agency, professional association, or organization because of your conduct?

☐ Yes ☐ No

Have you ever been convicted of a felony?

☐ Yes ☐ No

4. Identification Credentials

Do you have a valid North Carolina driver’s license?

☐ Yes ☐ No

Do you have a valid U.S. Passport?

☐ Yes ☐ No

PART II – Attachments

5. Educational Background

On a separate sheet of paper, type the heading “Educational Background” and *list* all schools attended, including high school. List the degree or diploma earned, the name of each school, and its location.

EXAMPLE:

M.P.A., Mega Univ. City, State, 8/89 – 6/90
B.S., Elk Univ., Psychology, City, State, 8/86 – 6/89
Diploma, Peyton High School, City, State
9/82 – 6/86

6. Work Experience

On a separate sheet of paper, type the heading “Work Experience” and *list* information about your employment history. Work back from your current position. Do not report work experiences prior to 1995. Do not substitute a résumé. You may use as many sheets as required. Use the following as a guide:

- Dates of employment
- Exact job title
- Employer
- Employer’s address and telephone number
- Nature of the “business”
- Monthly salary (current position only)

For each you may provide a brief narrative description of work you performed, not to exceed 200 words for your current position and 100 words for each previous position. Describe any outstanding contributions made by you and list any citations, awards, or outstanding promotions. Include details about research experience you may have, if any.

EXAMPLE:

6/94 – PRESENT
Parent Services Coordinator
ABC Child Care Center
1234 C Street, Anytown, NC 54321
909-444-4321
Adult education and parent involvement
Paid \$2,000/month

7. Voluntary Activities and Community Involvement

On a separate sheet of paper, type the heading, “Voluntary and Community Involvement Activities,” and *list* each (those activities not part of your job and for which you are not paid). Provide the types of information given in the examples.

EXAMPLES:

Bay City Urban League – Project ADVANCE
City, State
Provide teen parents with career education and job placements, using volunteer counselors
Co-founder of project; currently secretary-treasurer of the advisory committee
8/93 – present
Community Leader of the Year Award

Sunshine County Head Start Assoc., City, State
Training and participation for Head Start parents and teachers, advocacy, and inter-agency cooperation
Chair of the training committee
1994 – Present

8. Most Significant Achievement

On a separate sheet of paper, type the heading, “Significant Achievement,” and then describe in 200 words or fewer what you consider to be your most significant achievement—either as a professional or in community service.

9. Improving the Lives of Children and Families Through Head Start Programs.

On a separate sheet of paper, type the heading, “Improving the Lives of Children and Families Through Head Start Programs.” Compose an essay of 200 words or fewer on that topic.

10. Building the Skills and Competencies of Head Start Family Support Professionals

On a separate sheet of paper, type the heading, "Building the Skills..." and compose an essay of 300 words or fewer on that topic.

PART III – Certification

I certify that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I certify that the essays submitted are my own work and reflect my original ideas and composition. I know and understand that any or all items contained herein may be reviewed by the North Carolina Head Start-State Collaboration Office and are subject to investigation or verification. I consent to the full release of all information concerning my capacity and fitness by employers, educational institutions (who are authorized to release my academic records), law enforcement agencies, and other individuals and agencies to duly accredited investigators of the State government for this purpose.

SIGNATURE (IN BLUE INK)

DATE

Application Checklist. Did you . . .

- Complete all items on this form?
- Enclose all attachments?
- Include letters of recommendation?
- Sign the Part III Certification in blue ink?
- Include the original *plus* two (2) copies of the application package, including attachments?
- Make an additional copy of the application package for your records?
- Provide sufficient postage for your application package?

This checklist is intended to be a helpful aid, but it does not encompass all details or requirements of the overall application. Read all materials carefully!

Privacy Act and Public Burden Statements

Information provided by applicants will be used only in the selection of North Carolina Head Start Collaboration Office Interns to participate in this program, and to support program management functions, including making appropriate work placement assignments.

RETURN THE COMPLETED APPLICATION TO

MAILING ADDRESS

Head Start-State Collaboration Office
Office of Early Learning
Attention: Internship
2075 Mail Service Center
Raleigh, NC 27699-2075

**North Carolina Head Start–State Collaboration Office
Special Projects Internships Application**

Candidate Evaluation

To: _____
INDIVIDUAL COMPLETING EVALUATION

From: _____
NORTH CAROLINA HEAD START-STATE COLLABORATION OFFICE INTERNSHIPS PROGRAM

Subject: _____
APPLICANT'S NAME

Thank you for taking the time to write a recommendation for the Internships applicant named above. Your candid and specific responses to the questions below will help the Head Start-State Collaboration Office select the next Interns who will participate in an intensive five 1/2 -week program of full-time work supplemented by leadership development.

Please answer the following questions (on your office letterhead, if applicable), and include your daytime telephone number. Please sign and date your evaluation in blue ink and return it to the applicant in a sealed envelope. Please also sign your name across the envelope seal. The applicant must submit your evaluation as part of his or her application.

1. How long and in what capacity have you know the applicant?
2. What are the applicant's major strengths?
3. What impact has the applicant had on his or her professional field?
4. What impact has this individual had in the community, outside his or her professional realm?
5. How would you describe this candidate's public speaking ability?
6. How would you describe this candidate's leadership skills?
7. What would you expect this candidate to gain from a North Carolina Head Start Collaboration Internship?
8. What would you expect this candidate to be doing in five years?